

CAMPAIGN FINANCE APPLICATION

Guidelines



March 1, 2019

Contents

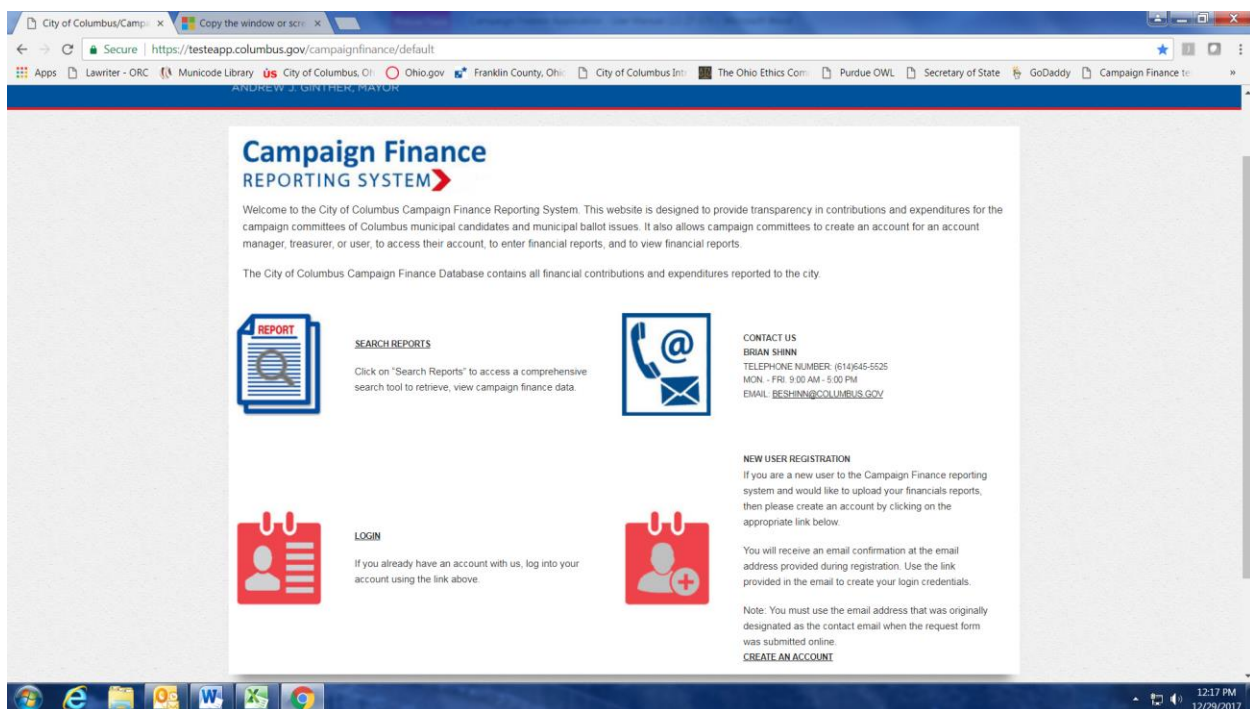
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Account Management

Creating an account is required for financial reporting in the Campaign Finance application with the City of Columbus. Creating an account is a simple step that works similarly to most modern websites you area already familiar with.

Account Creation

To create an account select the “CREATE AN ACCOUNT” link in the “New User Registration” section located on the bottom right side of the Campaign Finance home page.



When you click on the “CREATE AN ACCOUNT” link, the following page appears:

Campaign Finance REPORTING SYSTEM

[LOG OUT](#) | [HOME](#)

Account Information

Fill out the form below and press "Save" to submit a request to create an Account with the Campaign Finance Reporting System. You will receive an email confirmation at the email address provided during registration. Follow the link in the confirmation email to create your login credentials.

FIRST NAME:	<input type="text"/>	*REQUIRED.
MIDDLE NAME:	<input type="text"/>	
LAST NAME:	<input type="text"/>	*REQUIRED.
ORGANIZATION:	<input type="text"/>	
EMAIL ADDRESS:	<input type="text"/>	*REQUIRED.
ADDRESS:	<input type="text"/>	
CITY:	<input type="text"/>	
STATE:	<input type="text"/>	
ZIP CODE:	<input type="text"/>	
HOME PHONE NUMBER:	<input type="text"/>	
WORK PHONE NUMBER:	<input type="text"/>	
MOBILE PHONE NUMBER:	<input type="text"/>	
BEST WAY TO CONTACT:	Any Listed <input type="button" value="v"/>	

SAVE

CLOSE

On the Account Information Page, fill out all required fields (marked ***REQUIRED**) and any relevant optional fields. There is a minimum amount of required information to create an account. Each user creating an account will need a valid email address that will be used to verify their account. **Account creation cannot be completed without a valid email address.**

Once the form is completed, select the "Save" button. If the form is completed correctly, a successful submission message will be displayed:

Campaign Finance REPORTING SYSTEM

• Your account information was submitted successfully! Please check your emails to setup your account!

• [HOME](#)

If there are any issues with the form, an error message will be displayed at the top of the page. The form will need to be corrected before continuing.

Once your information is submitted successfully, an email will arrive in the user's inbox for the email account supplied in the Account Information form. Click on the link in the email to load a new page asking for the user's email address. The user then must enter a password. The password will need to be confirmed, and both password fields will need to match before the credentials are saved in the Campaign Finance application. Once your account has been created and approved, you may log into the Campaign Finance application to create campaign committees and report campaign finance information (contributions and expenditures).

Updating Account Information

After signing in, updating and adding information to user accounts can be done through the "Account Information" page that is accessed by clicking on the "MANAGE YOUR PROFILE" link on the "Campaign Committee Information" page:

The screenshot shows the 'Campaign Finance REPORTING SYSTEM' interface. At the top, there is a blue header with 'THE CITY OF COLUMBUS' and 'ANDREW J. GINTHER, MAYOR' on the left, and social media icons on the right. Below the header, the main content area has a white background. On the left, there is a sidebar with the title 'Campaign Finance REPORTING SYSTEM' and a red arrow icon. The sidebar contains two main sections: 'Campaign Committee Information' and 'Forms'. Under 'Campaign Committee Information', there is a description: 'The "Campaign Committee Information" section lists all the types of functionality available to you including managing your profile.' followed by a list of links: 'VIEW/EDIT COMMITTEE', 'SUBMIT FINANCIAL REPORT', 'VIEW PREVIOUSLY SUBMITTED FINANCIAL REPORTS', 'PENDING REPORTS', and 'MANAGE YOUR PROFILE'. Under 'Forms', there is a description: 'Below is a list of different campaign finance forms prescribed by the Ohio Secretary of State for use in reporting and for your reference. Links are provided for both standard and fillable PDF files.' followed by a list of links: '30-A Printable PDF Ohio Campaign Finance Report' and '30-A Fillable PDF Ohio Campaign Finance Report'. In the top right corner of the main content area, there are links for 'LOG OUT' and 'HOME'.

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

LOG OUT | HOME

Campaign Finance REPORTING SYSTEM

- **Campaign Committee Information**

The "Campaign Committee Information" section lists all the types of functionality available to you including managing your profile.

- VIEW/EDIT COMMITTEE
- SUBMIT FINANCIAL REPORT
- VIEW PREVIOUSLY SUBMITTED FINANCIAL REPORTS
- PENDING REPORTS
- MANAGE YOUR PROFILE

- **Forms**

Below is a list of different campaign finance forms prescribed by the Ohio Secretary of State for use in reporting and for your reference. Links are provided for both standard and fillable PDF files.

- 30-A Printable PDF Ohio Campaign Finance Report
- 30-A Fillable PDF Ohio Campaign Finance Report

From the “Account Information” page users can modify their profile. Information such as address, contact information, registered email address, and updating the current password can be managed from this page:

Campaign Finance REPORTING SYSTEM

LOG OUT | HOME

Account Information

Use the form below to view and modify your profile information. Press "Save" to commit any changes you make to your profile.

FIRST NAME: Brian *REQUIRED

MIDDLE NAME:

LAST NAME: Shinn *REQUIRED

ORGANIZATION:

EMAIL ADDRESS: beshinn@columbus.gov *REQUIRED

ADDRESS: 90 West Broad Street

CITY: Columbus

STATE: OH

ZIP CODE: 43215

HOME PHONE NUMBER: 6146455525

WORK PHONE NUMBER: 6146455525

MOBILE PHONE NUMBER: 6146455525

BEST WAY TO CONTACT: Any Listed

SAVE CLOSE

Change or add information as required within the form. Once all the information is updated, select the red “SAVE” button at the bottom right corner of the screen to have the information saved to the user’s profile. Profile information can be updated at any time from this screen.

Committee Management

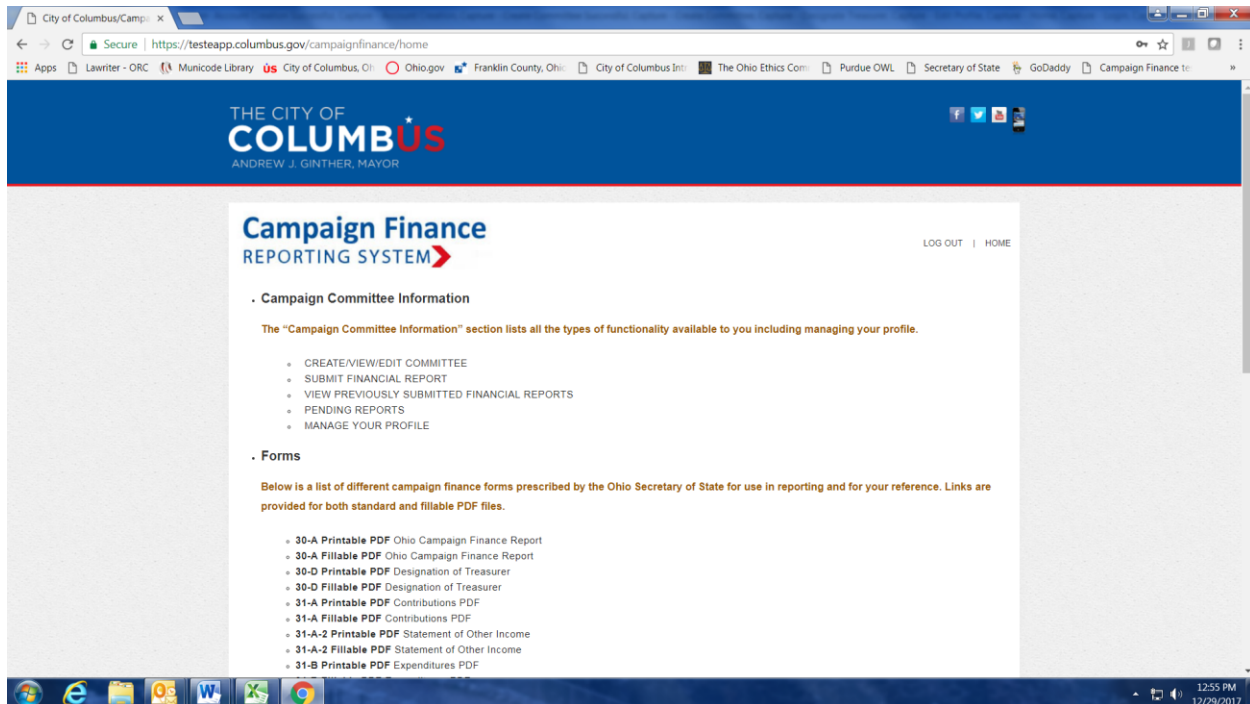
Campaign committees for candidates, ballot issue committees, or political action committees may be registered by anyone who has created an account with the Campaign Finance application.

A registered user who creates a campaign committee for a candidate, ballot issue, or PAC becomes the Account Manager for that committee. The Account Manager may designate a Treasurer, change a Treasurer, add additional users, delete users, and is the person who controls the account.

Once a campaign committee has been registered in the application and has a treasurer designated, campaign finance information (contributions and expenditures) may be reported for the committee by the Account Manager, Treasurer, or any additional user who has been added to the committee.

Committee Creation

To create a committee, from the “Campaign Committee Information” page click on the “CREATE/VIEW/EDITE COMMITTEE” link:



This will load the “Committee Information” page:

Campaign Finance REPORTING SYSTEM

Committee Information

Use the form below to create and edit a campaign committee.

To create a new committee, fill in the required fields below and press "Save". Once the form has been submitted, it will not be available to report data until it has been approved by the City Clerk's office. You will be notified by email once this has happened, and then it will be available in the committee name pull down list.

To edit an existing committee, open the pull down list at the top of the form and select the committee you would like to edit. Once you do that all the current committee information will be filled in automatically for you to edit and re-save.

PLEASE SELECT COMMITTEE NAME: Add New Committee *REQUIRED

COMMITTEE NAME: *REQUIRED

☐ CAUSE ☐ CANDIDATE

REGISTRATION #, IF PAC: *REQUIRED

COMMITTEE ADDRESS: *REQUIRED

COMMITTEE CITY: *REQUIRED

COMMITTEE STATE: *REQUIRED

COMMITTEE ZIP CODE: *REQUIRED

COMMITTEE PHONE NUMBER:

COMMITTEE FAX NUMBER:

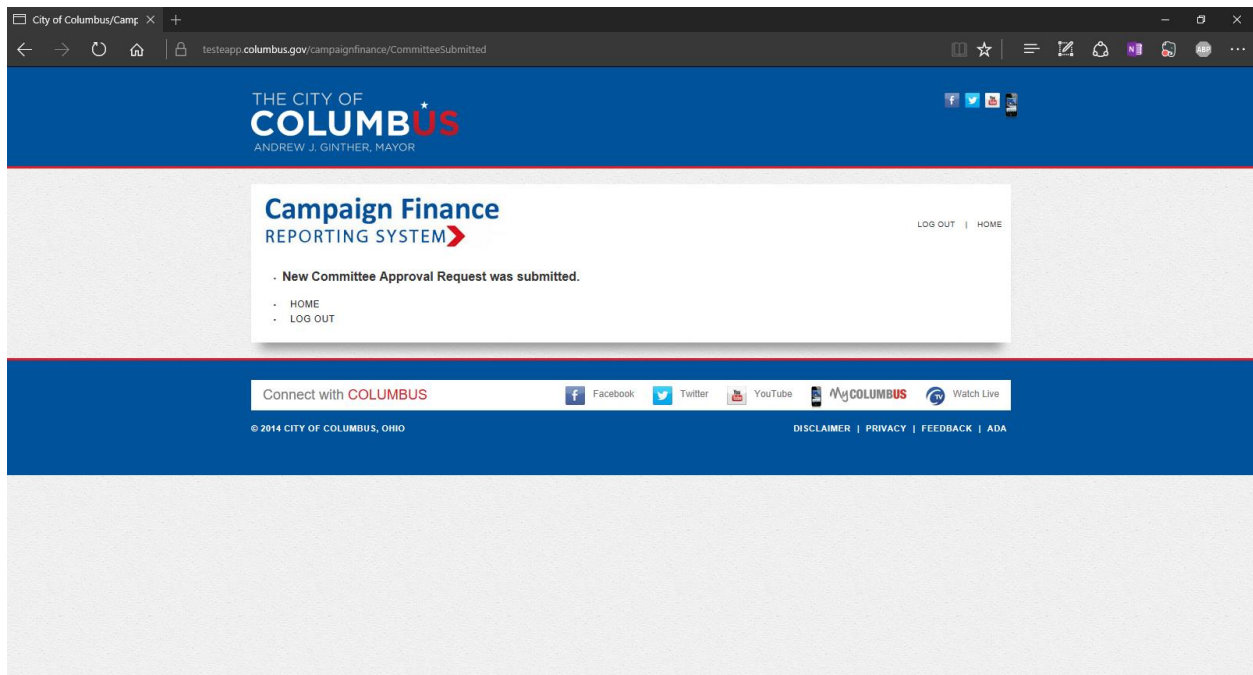
OFFICE SOUGHT: Please Select Office Sought *REQUIRED

Fill out all required fields (marked ***REQUIRED**) and any relevant optional fields:

- Please Select Committee Name – Ensure this field has “Add New Committee” selected in the field from the pull down menu
- Committee Name – Enter the complete committee name
- Cause or Candidate – Select the radio button for the appropriate committee type (the information fields are different for cause and candidate committees)
- Registration #, if PAC – If this is a PAC, enter its registration number
- Committee Address
- Committee City
- Committee State
- Committee Zip Code
- Committee Phone Number (optional but helpful if we need to contact you)
- Committee Fax Number (optional)
- Office sought – If the committee is a candidate committee, select which office the candidate is seeking from the pull down menu

Once all the information is updated, click on the red “SAVE” button at the bottom right corner of the screen to have the information saved into the application.

You will receive notification that the New Committee Approval was submitted:

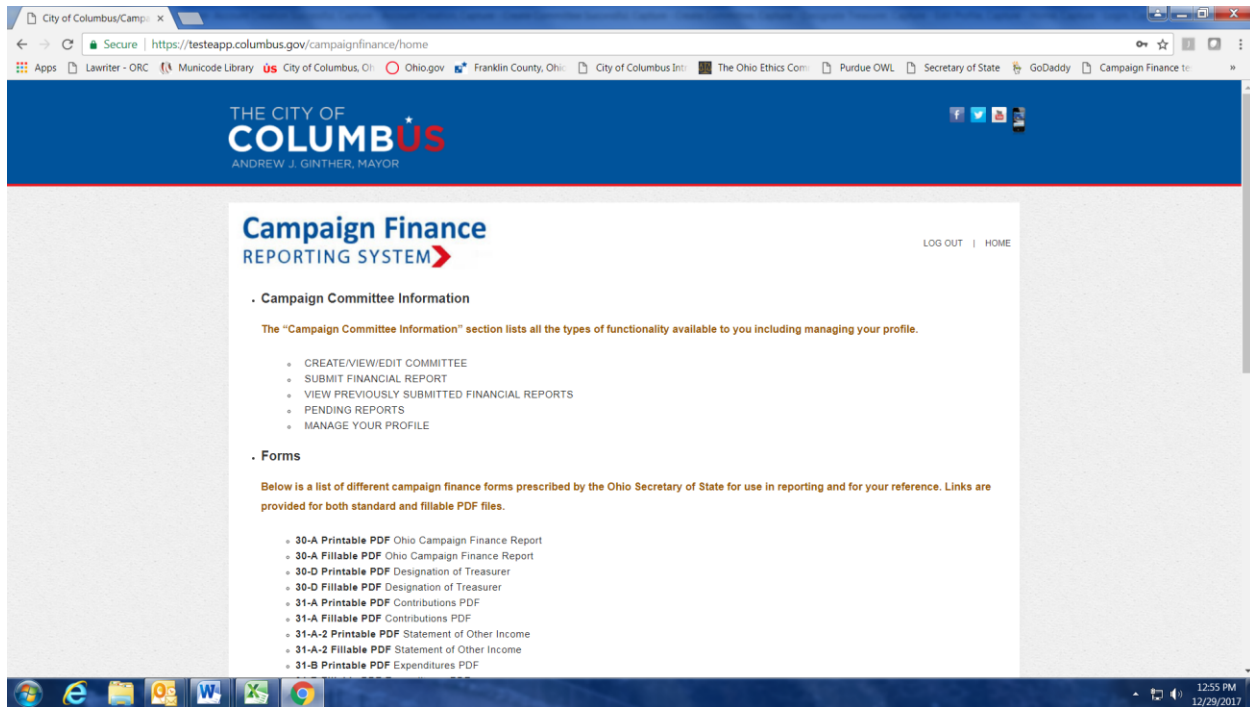


You will also receive a confirmation email at the email address you registered with the system. Our staff will review and approve the committee or contact you if they need additional information, and then you will receive an additional email confirming that the committee has been approved and that you may now add a Treasurer for the campaign committee.

***NOTE: Once the committee has been approved you must designate a registered user as TREASURER for the campaign committee before the system will permit the Account Manager, the Treasurer, or any additional authorized user to submit campaign finance information (contributions and expenditures).**

Committee Editing

Editing a committee is very similar to creating one. From the "Campaign Committee Information" page select the "CREATE/VIEW/EDIT COMMITTEE" link:



This will load the “Committee Information” screen:

The screenshot shows the 'Committee Information' form. The header includes the City of Columbus logo and Mayor Andrew J. Ginther's name. The main content area is titled 'Committee Information' and includes instructions for creating and editing a campaign committee. The form fields are as follows:

- PLEASE SELECT COMMITTEE NAME: Add New Committee (dropdown menu)
- COMMITTEE NAME: [Text Field] *REQUIRED
- CAUSE/CANDIDATE: [Radio Buttons]
- REGISTRATION #, IF PAC: [Text Field]
- COMMITTEE ADDRESS: [Text Field] *REQUIRED
- COMMITTEE CITY: [Text Field] *REQUIRED
- COMMITTEE STATE: [Text Field] *REQUIRED
- COMMITTEE ZIP CODE: [Text Field] *REQUIRED
- COMMITTEE PHONE NUMBER: [Text Field]
- COMMITTEE FAX NUMBER: [Text Field]
- OFFICE SOUGHT: Please Select Office Sought (dropdown menu) *REQUIRED

The form also includes a 'LOG OUT' and 'HOME' link in the top right corner.

From the “PLEASE SELECT COMMITTEE NAME” field select the campaign committee you would like to edit from the pull down list of committees associated with your account. Once selected, the form will auto populate with the current information saved in the application for that committee. Changes may then be made to the information fields. Once the information is updated and completed, click on the red “SAVE” button at the bottom right corner of the screen to store the new information in the application.

The system will inform you that the committee information was saved successfully. Click on the gray “CLOSE” button at the bottom right of the screen to exit that screen.

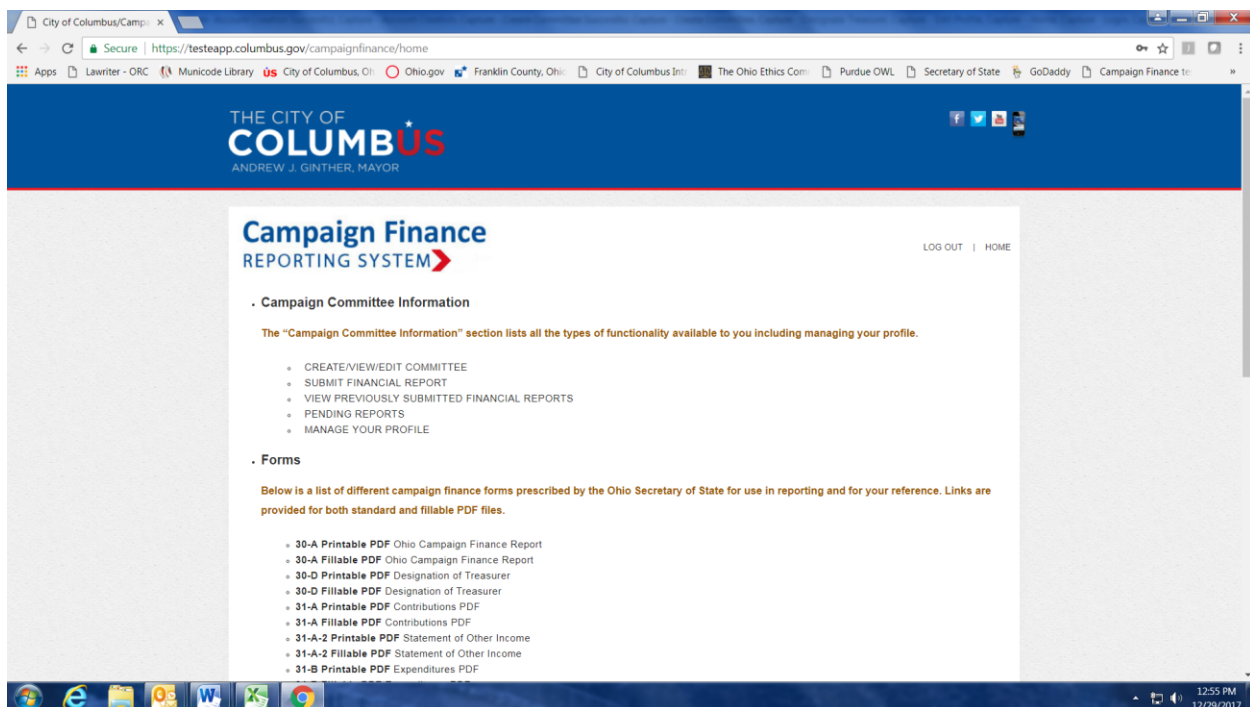
Designating a Treasurer

Once a committee has been created and approved, you **MUST** designate a registered user as Treasurer for the campaign committee **BEFORE** any financial any campaign finance reports can be submitted.

****Please note:** in order to designate a user as Treasurer for the campaign committee, the user must already have a registered account with the City of Columbus Campaign Finance application.*

*For instructions on how to create a user account, please see the section on [Account Creation](#) on page 3, above.

To designate a Treasurer for a campaign committee, start from the “Campaign Committee Information” page and select the “CREATE/VIEW/EDIT COMMITTEE” link:



This will load the “Committee Information” screen:

The screenshot shows a web browser window with the URL `testapp.columbus.gov/campaignfinance/Committee`. The page header features the City of Columbus logo and navigation links. The main content area is titled "Campaign Finance REPORTING SYSTEM" and "Committee Information". It includes instructions for creating and editing committees. The form fields are as follows:

- PLEASE SELECT COMMITTEE NAME:** A dropdown menu with "Add New Committee" selected.
- COMMITTEE NAME:** A text input field marked as ***REQUIRED.**
- REGISTRATION #, IF PAC:** A text input field marked as ***REQUIRED.**
- COMMITTEE ADDRESS:** A text input field marked as ***REQUIRED.**
- COMMITTEE CITY:** A text input field marked as ***REQUIRED.**
- COMMITTEE STATE:** A text input field marked as ***REQUIRED.**
- COMMITTEE ZIP CODE:** A text input field marked as ***REQUIRED.**
- COMMITTEE PHONE NUMBER:** A text input field.
- COMMITTEE FAX NUMBER:** A text input field.
- OFFICE SOUGHT:** A dropdown menu with "Please Select Office Sought" selected, marked as ***REQUIRED.**

Select the name of the committee for which you want to designate a Treasurer for the campaign committee from the pull down menu in the “PLEASE SELECT COMMITTEE NAME” field.

Once the information for that committee for which you want to designate a Treasurer is loaded, follow these steps:

1. Click on the red “DESIGNATE TREASURER” button at the bottom of the “Committee Information” page to load the “Treasurer Information”:

Campaign Finance REPORTING SYSTEM LOG OUT | HOME

Use the form below to create and edit a campaign committee.

To create a new committee, fill in the required fields below and press "Save". Once the form has been submitted, it will not be available to report data until it has been approved by the City Clerk's office. You will be notified by email once this has happened, and then it will be available in the committee name pull down list.

To edit an existing committee, open the pull down list at the top of the form and select the committee you would like to edit. Once you do that all the current committee information will be filled in automatically for you to edit and re-save.

PLEASE SELECT COMMITTEE NAME:

COMMITTEE NAME: *REQUIRED

☐ CAUSE ☒ CANDIDATE

REGISTRATION #, IF PAC:

NAME OF CANDIDATE: *REQUIRED

CANDIDATE'S PARTY AFFILIATION:

CANDIDATE'S ADDRESS:

CANDIDATE'S CITY:

CANDIDATE'S STATE:

CANDIDATE'S ZIP:

CANDIDATE'S SUBDIVISION/DISTRICT:

ELECTION YEAR:

COMMITTEE ADDRESS: *REQUIRED

COMMITTEE CITY: *REQUIRED

COMMITTEE STATE: *REQUIRED

COMMITTEE ZIP CODE: *REQUIRED

COMMITTEE PHONE NUMBER:

COMMITTEE FAX NUMBER:

OFFICE SOUGHT: *REQUIRED

STATUS:

STATUS COMMENTS:

The "Treasurer Information" page will load for the Committee:

Campaign Finance REPORTING SYSTEM LOG OUT | HOME

Treasurer Information for O Happy Day for Council

In order to designate a treasurer, the person you wish to designate must already have a Treasurer account created with the City of Columbus. Enter the email address they registered with into the email box below and press search. If the email address you entered matches a registered account their information will display below.

☐ SAME AS ACCOUNT MANAGER

EMAIL ADDRESS:

FIRST NAME:

MIDDLE NAME:

LAST NAME:

ADDRESS: *REQUIRED

CITY: *REQUIRED

STATE: *REQUIRED

ZIP CODE: *REQUIRED

CONTACT PHONE NUMBER: *REQUIRED

FAX NUMBER:

DESIGNATION OF TREASURER 30-D:

2. There are two options for designating a treasurer from the “Treasurer Information” page:
 - a. Option 1 - Clicking the “SAME AS ACCOUNT MANAGER” box will designate the Account Manager for that committee as the Treasurer and use their existing profile information. The profile information will be automatically populated into the form. The information can then be modified before clicking on the red “SAVE” button at the bottom right of the screen.
 - b. Option 2 – In the “EMAIL ADDRESS” field input the email address for a user who is **already registered with the application** and click on the “SEARCH” button. If the email address you input is found in the application, the user’s profile information will be populated in the form. The information can then be modified if desired before clicking on the red “SAVE” button on the bottom right of the screen to complete the process.

A user who is designated as Treasurer for a campaign committee will receive a confirmation email at the email address registered for their account informing them that they have been designated as a Treasurer for that committee.

Creating a 30-D Designation of Treasurer Form

An Ohio Secretary of State Form 30-D Designation of Treasurer Form can be generated in the Columbus Campaign Finance application for filing with the Franklin County Board of Elections. This can be done from the “Treasurer Information” page within the “Committee Information” section of the application. While viewing the “Treasurer Information” page for the committee that the 30-D will be generated for, click on the red “CREATE 30-D” button at the bottom of the page. This will automatically create a PDF file with all the Treasurer information populated in it. Once the form has been generated a “View Form 30-D” link will appear at the bottom of the page in the “Designation of Treasurer 30-D” row of the form. Selecting the hyperlink will download the document.

City of Columbus/Camp: X +
 testapp.columbus.gov/campaignfinance/Treasurer

THE CITY OF
COLUMBUS
 ANDREW J. GINTHER, MAYOR

LOG OUT | HOME

Campaign Finance REPORTING SYSTEM

Treasurer Information for XYZ Committee

In order to designate a treasurer, the person you wish to designate must already have a Treasurer account created with the City of Columbus. Enter the email address they registered with into the email box below and press search. If the email address you entered matches a registered account their information will display below.

☐ SAME AS ACCOUNT MANAGER

EMAIL ADDRESS:

FIRST NAME:

MIDDLE NAME:

LAST NAME:

ADDRESS: *REQUIRED

CITY: *REQUIRED

STATE: *REQUIRED

ZIP CODE: *REQUIRED

CONTACT PHONE NUMBER: *REQUIRED

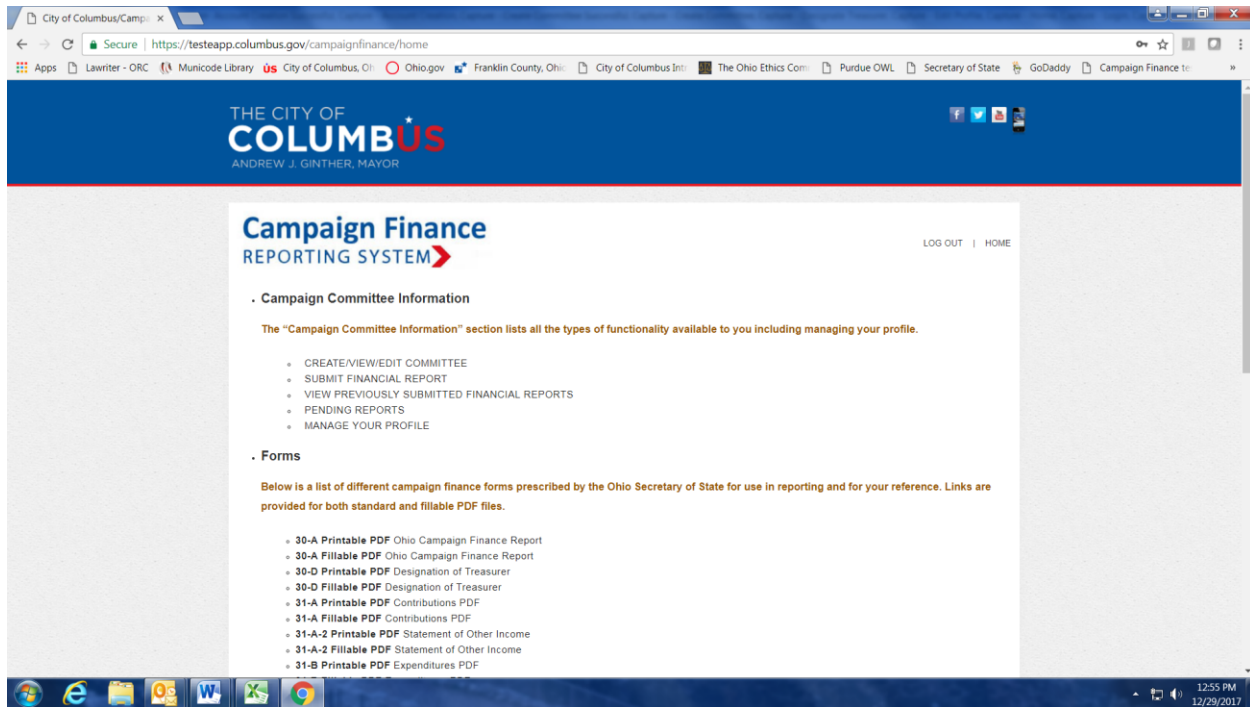
FAX NUMBER:

DESIGNATION OF TREASURER 30-D:

Additional User Management

If desired, Account Managers and Treasurers may add additional users to a committee to give additional people the ability to submit financial reports for that campaign committee.

To add an additional user for a campaign committee, start from the “Campaign Committee Information” page and select the “CREATE/VIEW/EDIT COMMITTEE” link:



This will load the "Committee Information" screen:

The screenshot shows the "Committee Information" form within the Campaign Finance Reporting System. The header is identical to the previous screenshot. The main content area is titled "Committee Information" and includes instructions on how to create and edit a campaign committee. The form itself is divided into two main sections: "PLEASE SELECT COMMITTEE NAME:" and "COMMITTEE ADDRESS:". The "PLEASE SELECT COMMITTEE NAME:" section includes a dropdown menu for "Add New Committee" and a text input field for "COMMITTEE NAME", both marked as "*REQUIRED". The "COMMITTEE ADDRESS:" section includes text input fields for "COMMITTEE ADDRESS", "COMMITTEE CITY", "COMMITTEE STATE", "COMMITTEE ZIP CODE", "COMMITTEE PHONE NUMBER", and "COMMITTEE FAX NUMBER", all marked as "*REQUIRED". There is also a dropdown menu for "OFFICE SOUGHT" marked as "*REQUIRED". The browser's address bar shows the URL "https://testapp.columbus.gov/campaignfinance/Committee".

Select the name of the committee for which you want to add a user for the campaign committee from the pull down menu in the “PLEASE SELECT COMMITTEE NAME” field.

Once the information for that committee for which you want to add a user is loaded, follow these steps:

1. Click on the red “ASSIGN A USER” button at the bottom of the “Committee Information” page to load the “User List” Screen:

Campaign Finance REPORTING SYSTEM

LOG OUT | HOME

Committee Information

Use the form below to create and edit a campaign committee.

To create a new committee, fill in the required fields below and press "Save". Once the form has been submitted, it will not be available to report data until it has been approved by the City Clerk's office. You will be notified by email once this has happened, and then it will be available in the committee name pull down list.

To edit an existing committee, open the pull down list at the top of the form and select the committee you would like to edit. Once you do that all the current committee information will be filled in automatically for you to edit and re-save.

PLEASE SELECT COMMITTEE NAME: *REQUIRED

COMMITTEE NAME: *REQUIRED

☐ CAUSE ☒ CANDIDATE

REGISTRATION # (PAC):

NAME OF CANDIDATE: *REQUIRED

CANDIDATE'S PARTY AFFILIATION:

CANDIDATE'S ADDRESS:

CANDIDATE'S CITY:

CANDIDATE'S STATE:

CANDIDATE'S ZIP:

CANDIDATE'S SUBDIVISION/DISTRICT:

ELECTION YEAR:

COMMITTEE ADDRESS: *REQUIRED

COMMITTEE CITY: *REQUIRED

COMMITTEE STATE: *REQUIRED

COMMITTEE ZIP CODE: *REQUIRED

COMMITTEE PHONE NUMBER:

COMMITTEE FAX NUMBER:

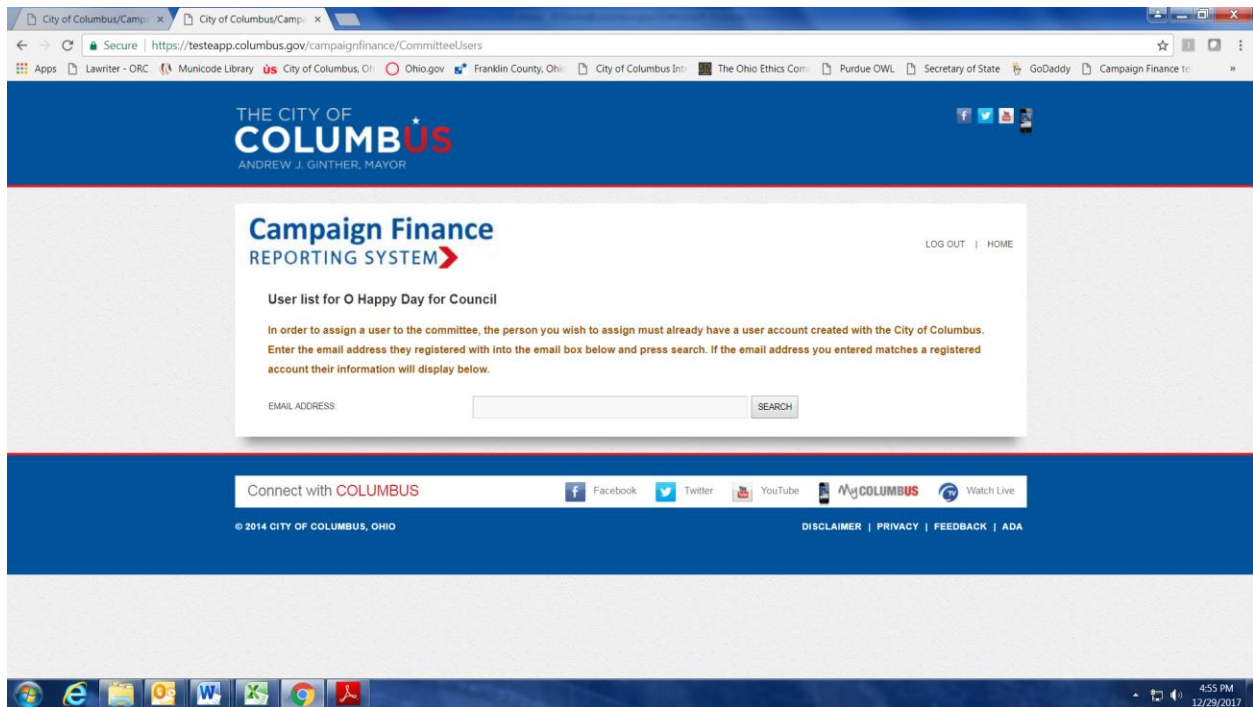
OFFICE SOUGHT: *REQUIRED

STATUS:

STATUS COMMENTS:

ASSIGN A USER **DESIGNATE TREASURER** **SAVE** **CLOSE**

From the User List screen:



2. Type the email address for the account that should be added as a user and click on “SEARCH.”

*Please note: in order to add an additional user for a campaign committee, the user must already have a registered account with the City of Columbus Campaign Finance application.

*For instructions on how to create a user account, please see the section on [Account Creation](#) on page 3, above.

3. If the email address is registered with the Campaign Finance application, the following message will appear: “USER WAS FOUND IN THE SYSTEM. CLICK ADD TO ASSIGN THE USER TO THE COMMITTEE.”
 - a. Click on the gray “ADD USER” button to complete the process and register them.

A user who is added to a campaign committee will receive a confirmation email at the email address registered for their account informing them that they have added as a user for that committee.

Additionally an **Account Manager** can **remove users** already added from the “User List” screen. To view the current list of users for a committee:

1. Go into the “Committee Information” screen and select the campaign committee from the pull down menu.

Campaign Finance REPORTING SYSTEM

Committee Information

Use the form below to create and edit a campaign committee.

To create a new committee, fill in the required fields below and press "Save". Once the form has been submitted, it will not be available to report data until it has been approved by the City Clerk's office. You will be notified by email once this has happened, and then it will be available in the committee name pull down list.

To edit an existing committee, open the pull down list at the top of the form and select the committee you would like to edit. Once you do that all the current committee information will be filled in automatically for you to edit and re-save.

PLEASE SELECT COMMITTEE NAME:

COMMITTEE NAME: *REQUIRED

CAUSE/CANDIDATE:

REGISTRATION # / P.FAC:

NAME OF CANDIDATE: *REQUIRED

CANDIDATE'S PARTY AFFILIATION:

CANDIDATE'S ADDRESS:

CANDIDATE'S CITY:

CANDIDATE'S STATE:

CANDIDATE'S ZIP:

CANDIDATE'S SUBDIVISION/DISTRICT:

ELECTION YEAR:

COMMITTEE ADDRESS: *REQUIRED

COMMITTEE CITY: *REQUIRED

COMMITTEE STATE: *REQUIRED

COMMITTEE ZIP CODE: *REQUIRED

COMMITTEE PHONE NUMBER:

COMMITTEE FAX NUMBER:

OFFICE SOUGHT: *REQUIRED

STATUS:

STATUS COMMENTS:

ASSIGN A USER **DESIGNATE TREASURER** **SAVE** **CLOSE**

2. Click on the red “ASSIGN A USER” button at the bottom of the screen.
3. The current user list will be displayed below the search box.

City of Columbus Intranet City of Columbus/Camp...

Secure https://testapp.columbus.gov/campaignfinance/CommitteeUsers

Apps Lawriter - ORC Municode Library City of Columbus, OH Ohio.gov Franklin County, OH City of Columbus Intranet The Ohio Ethics Commission Purdue OWL Secretary of State GoDaddy Campaign Finance...

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

Facebook Twitter YouTube

Campaign Finance
REPORTING SYSTEM

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User list for O Happy Day for Council

In order to assign a user to the committee, the person you wish to assign must already have a user account created with the City of Columbus. Enter the email address they registered with into the email box below and press search. If the email address you entered matches a registered account their information will display below.

EMAIL ADDRESS: bshinn137@gmail.com SEARCH

USER WAS ASSIGNED TO THE COMMITTEE

EMAIL	NAME	ADDRESS	PHONE#
BSHINN137@GMAIL.COM	BRIAN SHINN		

Remove User

Connect with COLUMBUS

Facebook Twitter YouTube MyCOLUMBUS Watch Live

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DISCLAIMER | PRIVACY | FEEDBACK | ADA

5:36 PM 12/29/2017

- Click on the gray "Remove User" button to the right of the user's email address and name to remove them from having access for the campaign committee.

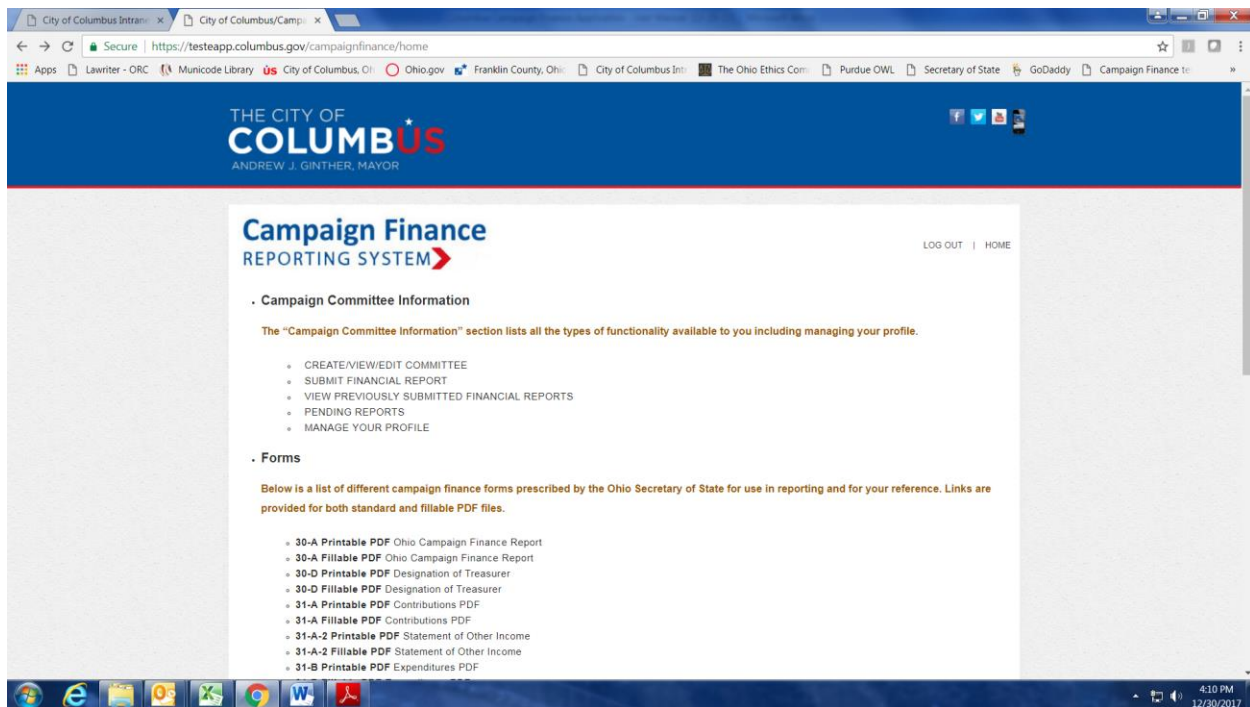
Campaign Finance Reporting

With the Columbus Campaign Finance application campaign committees can report contributions and expenditures as required by the City of Columbus. Report submitting is a multistep process that will walk you through all required information to complete a report. You do not need to finish a report at the time it is started. It can be started and continued at a later time from the “Pending Reports” section of the site that will be covered later in this document.

Submitting a Report

Cover Page Creation (Step 1)

1. Select “SUBMIT FINANCIAL REPORT” from the “Campaign Committee Information” page:



2. In the “Please Select Committee Name” field on the “Submit New Report” page select from the pull down menu the committee that the report is for.

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

Campaign Finance
REPORTING SYSTEM

LOG OUT | HOME

Step 1 of 4: Submit New Report

Use the form below to enter or upload campaign finance data for a campaign committee.
Select appropriate report type in the pick list and press "Next" to start entering the information.

[For more information on the time periods covered by each report type click here](#)

PLEASE SELECT COMMITTEE NAME:

REGISTRATION NUMBER (IF PAC):

FULL NAME OF CANDIDATE:

OFFICE SOUGHT:

DISTRICT:

STREET ADDRESS:

CITY, STATE, ZIP CODE:

TYPE OF REPORT: *REQUIRED

YEAR: *REQUIRED FOR ANNUAL AND SEMIANNUAL REPORTS

AMENDED REPORT? ☐

DATE OF ELECTION:

NEXT CANCEL

- Specify the report type, this field is required. Ensure you select the correct report type. The report type cannot be changed by a user once the report has been submitted. However, we can change it if necessary with a written request from the Account Manager.

***For more information on campaign finance report types, see the document "Campaign Finance Filing Descriptions" on the City Council Campaign Finance website:**

<https://www.columbus.gov/Templates/Detail.aspx?id=2147491246>

Or see Appendix A of this manual on Page 36.

- Select the year for the report.
- If this is an amended report, specify that by clicking on the box for "Amended Report?", if it is selected a checkmark will appear in the box.

Campaign Finance REPORTING SYSTEM LOG OUT | HOME

Step 1 of 4: Submit New Report

Use the form below to enter or upload campaign finance data for a campaign committee.
Select appropriate report type in the pick list and press "Next" to start entering the information.

[For more information on the time periods covered by each report type click here](#)

PLEASE SELECT COMMITTEE NAME:

REGISTRATION NUMBER (IF PAC):

FULL NAME OF CANDIDATE:

OFFICE SOUGHT:

DISTRICT:

STREET ADDRESS:

CITY, STATE, ZIP CODE:

TYPE OF REPORT: *REQUIRED.

YEAR: *REQUIRED FOR ANNUAL AND SEMIANNUAL REPORTS

AMENDED REPORT? ☒

DATE OF ELECTION:

NEXT **CANCEL**

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6. If this report is associated with an election, input the date of the election in the "Date of Election" field.
7. Select the "Next" button to continue to the next section.

31-A/31-E Statement of Contributions Received (Step 2)

The Campaign Finance application offers two methods for accepting financial contribution data from a committee:

1. **File Upload** – Using a template provided by the City of Columbus, a user can import data from a pre-populated template. Click on the gray "FILE UPLOAD" button at the top of the screen to upload data from the City of Columbus Template Form 31A Contributions.

***Note:** The City of Columbus Template Form 31A Contributions is available on the City Council Campaign Finance website:

<https://www.columbus.gov/Templates/Detail.aspx?id=2147491246>

***Additional information on use of the Columbus Campaign Finance templates and uploading data from a user's Excel spreadsheet is also available in the document "Campaign Finance Template Management" available on the City Council's Campaign Finance website:**

<https://www.columbus.gov/Templates/Detail.aspx?id=2147491246>

2. User Input – This method of reporting data allows the user to manually enter individual contributions. Click on the gray "WEB FORM" button at the top of the screen to manually enter contribution data.

You may enter data for each contribution individually and select either 31-A if the contribution is a regular contribution or 31-E if it is associated with a fundraising event.

After you enter each contribution, you have the option of editing the information by clicking on "UPDATE," adding another contribution by clicking on "ADD NEW RECORD," or clicking on

“NEXT” to proceed with entering expenditures. You also may click on “CLEAR ALL RECORDS” if you desire to delete all contribution information and start over.

THE CITY OF
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ANDREW J. GINTHER, MAYOR

**Campaign Finance
REPORTING SYSTEM**

LOG OUT | HOME

Step 2 of 4: Review form 31-A, Statement of Contributions Received

UPDATE	FULL NAME OF CONTRIBUTOR	REGISTRATION NUMBER, IF PAC	EMPLOYER/OCCUPATION/LABOR ORGANIZATION	STREET ADDRESS	CITY, STATE, ZIP CODE	FORM (CASH, CHECK, ETC.)	DATE	AMOUNT	FORM	EVENT DATE
UPDATE	JOHN SMITH		NATIONWIDE	1313 MOCKINGBIRD LANE	WORTHINGTON, OH 43015	CHECK	12/26/2017	\$100.00	31A	

ADD NEW RECORD NEXT CLEAR ALL RECORDS

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4:52 PM 12/30/2017

Select the red “SAVE” button at the bottom of the screen once all data has been entered or imported. If there is no data for this step it may be skipped by clicking on the red “SKIP THIS STEP” button.

The screenshot shows a web browser window with the address bar displaying "testapp.columbus.gov/campaignfinance/Contributions". The page header features the City of Columbus logo and the text "THE CITY OF COLUMBUS" and "ANDREW J. GINTHER, MAYOR". The main content area is titled "Campaign Finance REPORTING SYSTEM" and includes a "31-A/31-E Statement of Contributions Received" section. This section has two buttons: "WEB FORM" and "FILE UPLOAD". Below these is an "UPLOAD DATA:" section with a "Browse..." button. A message states: "If you do not have any 31-A or 31-E data to report, you may use the 'skip this step' button to continue on to the next part of the report." At the bottom of this section are three buttons: "LOAD", "SKIP THIS STEP", and "CANCEL". The footer includes social media links for Facebook, Twitter, YouTube, and MyCOLUMBUS, along with a "Watch Live" button. It also contains the text "© 2014 CITY OF COLUMBUS, OHIO" and links for "DISCLAIMER | PRIVACY | FEEDBACK | ADA".

31-B/31-F Statement of Expenditures (Step 3)

The Campaign Finance application offers two methods for accepting financial expenditure data from a committee:

1. File Upload – Using a template provided by the City of Columbus, a reporting user can import data from a pre-populated template. Click on the gray “FILE UPLOAD” button at the top of the screen to upload data from the City of Columbus Template Form 31B Expenditures.

Campaign Finance REPORTING SYSTEM LOG OUT | HOME

Step 3 of 4: 31-B/31-F Statement of Expenditures

31-B ▾

FIRST NAME:

MIDDLE NAME:

LAST NAME:

NAME SUFFIX:

ORGANIZATION:

DATE: *REQUIRED

AMOUNT: *REQUIRED

PURPOSE:

ADDRESS: *REQUIRED

CITY:

STATE: *REQUIRED

ZIP CODE: *REQUIRED

CHECK NUMBER: *REQUIRED

If you do not have any 31-B or 31-F data to report, you may use the "skip this step" button to continue on to the next part of the report.

***Note:** The City of Columbus Template Form 31B Expenditures is available on the City Council Campaign Finance website:

<https://www.columbus.gov/Templates/Detail.aspx?id=2147491246>

***Additional information on use of the Columbus Campaign Finance templates and uploading data from a user's Excel spreadsheet is also available in the document "Campaign Finance Template Management" available on the City Council's Campaign Finance website:**

<https://www.columbus.gov/Templates/Detail.aspx?id=2147491246>

Click on the red "SAVE" button once all data has been entered or imported. If there is no data for this step it may be skipped with the red "SKIP THIS STEP" button.

The screenshot shows a web browser window with the address bar displaying "testapp.columbus.gov/campaignfinance/Expenditures". The page header features the City of Columbus logo and the text "THE CITY OF COLUMBUS" and "ANDREW J. GINTHER, MAYOR". The main content area is titled "Campaign Finance REPORTING SYSTEM" and includes a "31-B/31-F Statement of Expenditures" section. This section has two buttons: "WEB FORM" and "FILE UPLOAD". Below these is an "UPLOAD DATA:" section with a "Browse..." button. A message states: "If you do not have any 31-B or 31-F data to report, you may use the 'skip this step' button to continue on to the next part of the report." At the bottom of this section are three buttons: "LOAD", "SKIP THIS STEP", and "CANCEL". The footer includes social media links for Facebook, Twitter, YouTube, and MyCOLUMBUS, along with a "Watch Live" button. It also contains the copyright notice "© 2014 CITY OF COLUMBUS, OHIO" and links for "DISCLAIMER", "PRIVACY", "FEEDBACK", and "ADA".

2. User Input – This method allows the reporting user to manually enter expenditures. Click on the gray “WEB FORM” button at the top of the screen to manually enter expenditure data.

You may enter data for each expenditure individually and select either 31-B if the expenditure is a regular expenditure or 31-F if it is associated with a fundraising event.

After you enter each expenditure, you have the option of editing the information by clicking on “UPDATE,” adding another expenditure by clicking on “ADD NEW RECORD,” or clicking on “NEXT” to proceed. You also may click on “CLEAR ALL RECORDS” if you desire to delete all expenditure information and start over.

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Step 3 of 4: Review form 31-B, Statement of Expenditures

UPDATE	NAME	ORGANIZATION	PURPOSE	STREET ADDRESS	CITY, STATE ZIP CODE	CHECK NUMBER	DATE	AMOUNT	FORM	EVENT DATE
UPDATE		KROGER	FOOD	123 MAIN STREET	COLUMBUS, OH 43215	1234	12/06/2017	\$100.00	31B	

ADD NEW RECORD NEXT CLEAR ALL RECORDS

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Template Import Method

Using a standardized template provided by the City of Columbus, campaign finance data can be easily imported into the Campaign Finance application rather than manually entering each transaction. The spreadsheet and user guide for it can be found on the “Campaign Committee Information” page at the bottom.

Importing data from spreadsheet:

1. Select the “File Upload” button on either the 31A/E or 31B/F page.
2. Select the browse button on the form.
3. Browse to the location where you have the spreadsheet stored on your local computer. Select the file, and select “OPEN” on the dialogue box.
4. The statement screen should now refresh showing the data from the spreadsheet in a table. Review all the data to ensure accuracy.
 - a. Upon a successful import the total number of records will be reported at the top of the table. Ensure that number matches the original spreadsheet that was imported.
 - b. If data needs to be edited, select the “Update” link next to the entry that needs correction. This will open up the record in detail and allow all the fields to be changed.

Once the modifications are complete select the “SAVE” button. An entry can be completed deleted by selecting the “DELETE” button on the same page.

5. Select “SAVE” once all the data is accurate.

The screenshot shows a web browser window with the URL `testapp.columbus.gov/campaignfinance/Contributions`. The page header features the City of Columbus logo and the text "ANDREW J. GINTHER, MAYOR". The main content area is titled "Campaign Finance REPORTING SYSTEM" and includes a "LOG OUT | HOME" link. Below this, the section "31-A/31-E Statement of Contributions Received" contains two buttons: "WEB FORM" and "FILE UPLOAD". An "UPLOAD DATA:" section includes a "Browse..." button. A note states: "If you do not have any 31-A or 31-E data to report, you may use the 'skip this step' button to continue on to the next part of the report." At the bottom of this section are three buttons: "LOAD", "SKIP THIS STEP", and "CANCEL". The footer includes social media links for Facebook, Twitter, YouTube, and MyCOLUMBUS, along with a "Watch Live" link. Copyright information for 2014 City of Columbus, Ohio, and links for "DISCLAIMER | PRIVACY | FEEDBACK | ADA" are also present.

Cover Page 30-A (Step 4)

The next step in campaign finance reporting is entering the data in the Cover Page 30-A, which is the equivalent of Ohio Secretary of State Form 30-A “Ohio Campaign Finance Report” summarizing the data for all contributions and expenditures for the campaign committee for the reporting period.

Data may be manually entered for each field on this page. Data will also auto populate from all the contribution and expenditure data that you have entered for the reporting period.

***Note -** Please ensure the numbers you enter match the Form 30-A that you file with the Franklin County Board of Elections.

PDF files of other Ohio Secretary of State prescribed forms (such as Form 31-C Outstanding Loans or 31-J-1 for In-Kind Contributions Received) may also be uploaded into the application. For any forms uploaded, manually enter the amount on the corresponding line on the Cover Page 30-A web page.

Campaign Finance REPORTING SYSTEM LOG OUT | HOME

Step 4 of 4: Cover Page 30-A

This is the last step of the submission process. After completing information on this page, please click "Submit Report" button and make sure you received a confirmation.

1. AMOUNT BROUGHT FORWARD FROM LAST REPORT	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
2. TOTAL MONETARY CONTRIBUTIONS (FROM FORM NO. 31-A)	0.00	<input type="button" value="Choose File"/> No file chosen
3. TOTAL OTHER INCOME (FROM FORM NO. 31-A-2)	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
4. TOTAL FUNDS AVAILABLE (SUM OF LINES 1, 2, 3)	0	
5. TOTAL MONETARY EXPENDITURES (FROM FORM NO. 31-B)	0.00	
6. BALANCE ON HAND (LINE 4 MINUS LINE 5)	0	
7. VALUE OF IN-KIND CONTRIBUTIONS RECEIVED (FROM FORM NO. 31-J-1)	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
8. VALUE OF IN-KIND CONTRIBUTIONS MADE (FROM FORM NO. 31-J-2)	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
9. OUTSTANDING LOANS OWED BY COMMITTEE (FROM FORM NO. 31-C)	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
10. OUTSTANDING DEBTS OWED BY COMMITTEE (FROM FORM NO. 31-N)	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
11. OUTSTANDING LOANS OWED TO COMMITTEE (FROM FORM NO. 31-K)	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
12. VALUE OF INDEPENDENT EXPENDITURES MADE (FROM FORM NO. 31-U)	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
13. FOR ELECTRONIC FILING ENTITIES ONLY SUM OF LINES 2, 7, AND AMOUNT OF ANY NEW LOANS RECEIVED THIS PERIOD.	0	
CONTRIBUTION PAGES	0	
EXPENDITURE PAGES	0	
OTHER PAGES	0	
TOTAL PAGES:	0	

FOR CANDIDATES ONLY DURING AN ELECTION YEAR: IF TOTAL CONTRIBUTIONS AND EXPENDITURES EACH TOTAL \$500 OR LESS DURING THE COMBINED PRE- AND POST-PERIODS AT ONE ELECTION, CHECK BOX ☐

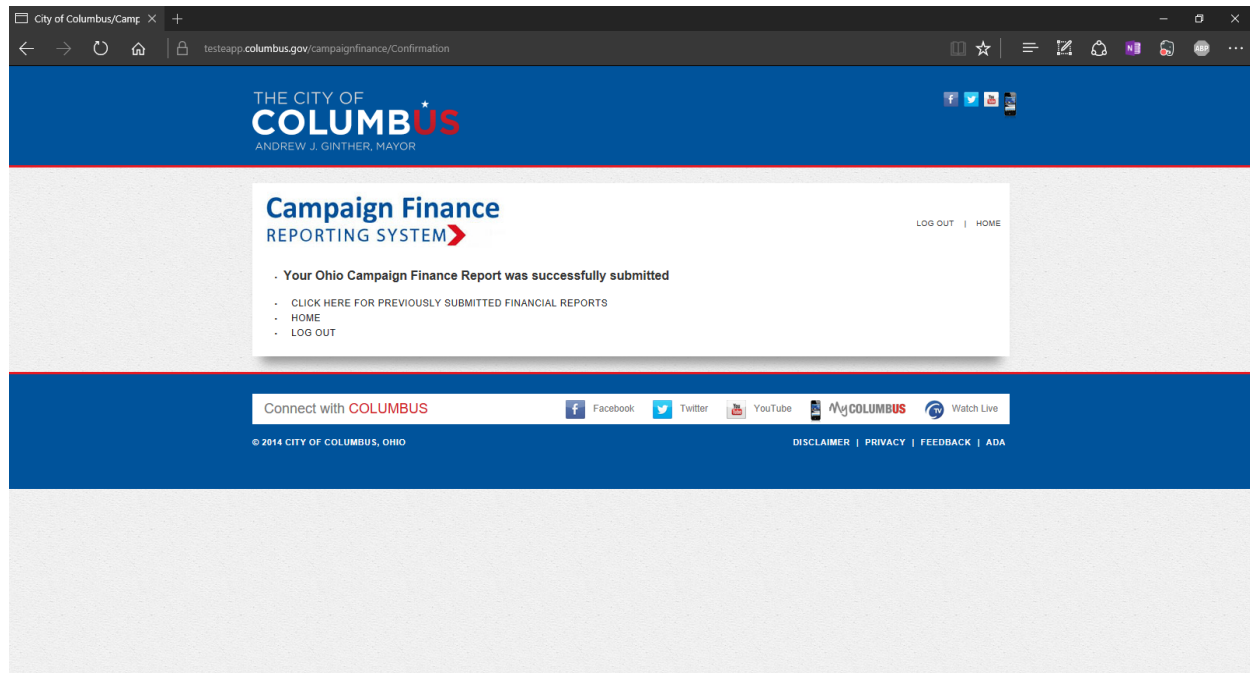
NO OTHER FORMS ARE REQUIRED FOR A POST-PRIMARY OR POST-GENERAL PERIOD. IF ABOVE STATEMENT APPLIES, SEE R.C. 3517.10(N) FOR DETAILS.

1. Amount brought forward from last report
2. Total monetary contributions (From Form No. 31-A)
3. Total other income (From Form No. 31-A-2)
4. Total funds available (sum of lines 1, 2, 3)
5. Total monetary expenditures (From Form No. 31-B)
6. Balance on hand (line 4 minus line 5)
7. Value of in-kind contributions received (From Form No. 31-J-1)
8. Value of in-kind contributions made (From Form No. 31-J-2)
9. Outstanding loans owed by committee (From Form No. 31-C)
10. Outstanding debts owed by committee (From Form No. 31-N)
11. Outstanding loans owed to committee (From Form No. 31-K)
12. Value of independent expenditures made (From Form No. 31-U)
13. For Electronic Filing Entities only Sum of lines 2, 7, and amount of any new loans received this period.
14. Contribution Pages
15. Expenditure Pages
16. Other Pages
17. Total Pages

Once all amounts have been entered correctly and any necessary PDF files uploaded, click on the red "SUBMIT REPORT" button at the bottom of the screen to submit your campaign finance report.

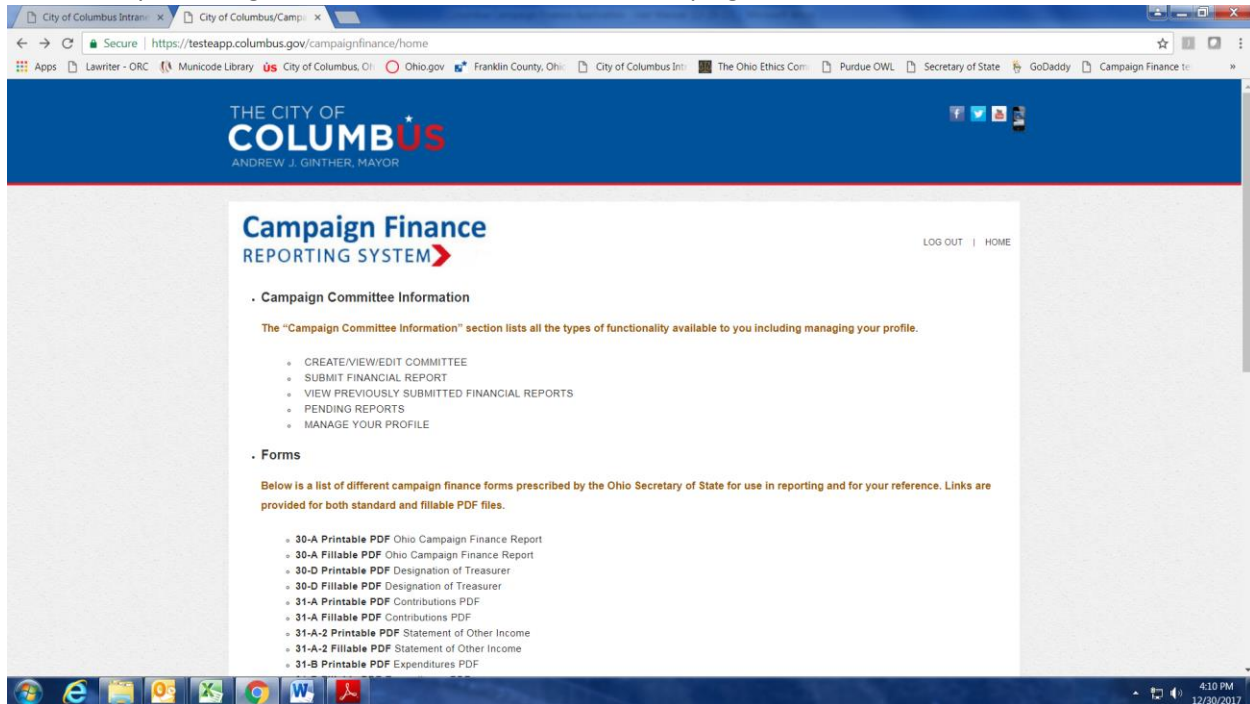
Successful Submission (Step 5)

If your campaign finance report was submitted successfully, you will receive notice that it was submitted.



Pending Reports

Unfinished campaign finance reports that you have not yet submitted but have not deleted may be accessed by selecting “PENDING REPORTS” from the Campaign Committee Information screen.



You may click on “COMPLETE” to continue entering contribution and expenditure data for the report and to submit it once you are finished.

Follow the steps for Submitting a Report starting on Page 22 to complete entering data.

You may click on “DELETE” to delete the report that you have started but not yet submitted for the reporting period. Once you delete a pending report, the data cannot be recovered.

A campaign finance report that has already been submitted cannot be deleted later.

The screenshot shows a web browser window with the URL `testapp.columbus.gov/campaignfinance/PendingReports`. The page header features the City of Columbus logo and the text "THE CITY OF COLUMBUS" and "ANDREW J. GINTHER, MAYOR". The main content area is titled "Campaign Finance REPORTING SYSTEM" and includes a "LOG OUT | HOME" link. Below this, a section titled "Pending Reports" contains a table of unfinished reports. The table has columns for "COMMITTEE NAME", "REPORT TYPE", "DATE SUBMITTED", "SUBMITTED BY", "DELETE REPORT", and "COMPLETE REPORT". Two rows of data are shown, both for "XYZ COMMITTEE" with a "SEMIANNUAL 2017" report type and a submission date of "08/27/2017". The "SUBMITTED BY" column for both rows shows "BKOREGORY@COLUMBUS.GOV". The "DELETE REPORT" column contains a red "DELETE" link, and the "COMPLETE REPORT" column contains a red "COMPLETE" link. A "CANCEL" button is located at the bottom right of the table. The footer of the page includes social media links for Facebook, Twitter, YouTube, and Watch Live, along with the text "© 2014 CITY OF COLUMBUS, OHIO" and "DISCLAIMER | PRIVACY | FEEDBACK | ADA".

COMMITTEE NAME	REPORT TYPE	DATE SUBMITTED	SUBMITTED BY	DELETE REPORT	COMPLETE REPORT
XYZ COMMITTEE	SEMIANNUAL 2017	08/27/2017	BKOREGORY@COLUMBUS.GOV	DELETE	COMPLETE
XYZ COMMITTEE	SEMIANNUAL 2017	08/27/2017	BKOREGORY@COLUMBUS.GOV	DELETE	COMPLETE

Viewing Historical Data

You may view (but not edit or delete) previously submitted campaign finance reports by selecting “VIEW PREVIOUSLY SUBMITTED FINANCIAL REPORTS” from the Campaign Committee Information screen.

The screenshot shows a web browser window displaying the 'Campaign Finance REPORTING SYSTEM' for the City of Columbus. The browser's address bar shows the URL 'https://testapp.columbus.gov/campaignfinance/home'. The page header features the City of Columbus logo and the name 'ANDREW J. GINTHER, MAYOR'. The main content area is titled 'Campaign Finance REPORTING SYSTEM' and includes a 'LOG OUT | HOME' link. Below the title, there are two main sections: 'Campaign Committee Information' and 'Forms'. The 'Campaign Committee Information' section lists several functionalities: 'CREATE/VIEW/EDIT COMMITTEE', 'SUBMIT FINANCIAL REPORT', 'VIEW PREVIOUSLY SUBMITTED FINANCIAL REPORTS', 'PENDING REPORTS', and 'MANAGE YOUR PROFILE'. The 'Forms' section lists various PDF forms prescribed by the Ohio Secretary of State, including '30-A Printable PDF Ohio Campaign Finance Report', '30-A Fillable PDF Ohio Campaign Finance Report', '30-D Printable PDF Designation of Treasurer', '30-D Fillable PDF Designation of Treasurer', '31-A Printable PDF Contributions PDF', '31-A Fillable PDF Contributions PDF', '31-A-2 Printable PDF Statement of Other Income', '31-A-2 Fillable PDF Statement of Other Income', and '31-B Printable PDF Expenditures PDF'. The Windows taskbar at the bottom shows the date and time as '4:10 PM 12/30/2017'.

City of Columbus Intranet x City of Columbus/Camp... x

Secure | https://testapp.columbus.gov/campaignfinance/home

Apps | Lawriter - ORC | Municode Library | City of Columbus, O | Ohio.gov | Franklin County, O | City of Columbus In | The Ohio Ethics Com | Purdue OWL | Secretary of State | GoDaddy | Campaign Finance to

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Facebook | Twitter | YouTube

Campaign Finance
REPORTING SYSTEM

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Campaign Committee Information

The "Campaign Committee Information" section lists all the types of functionality available to you including managing your profile.

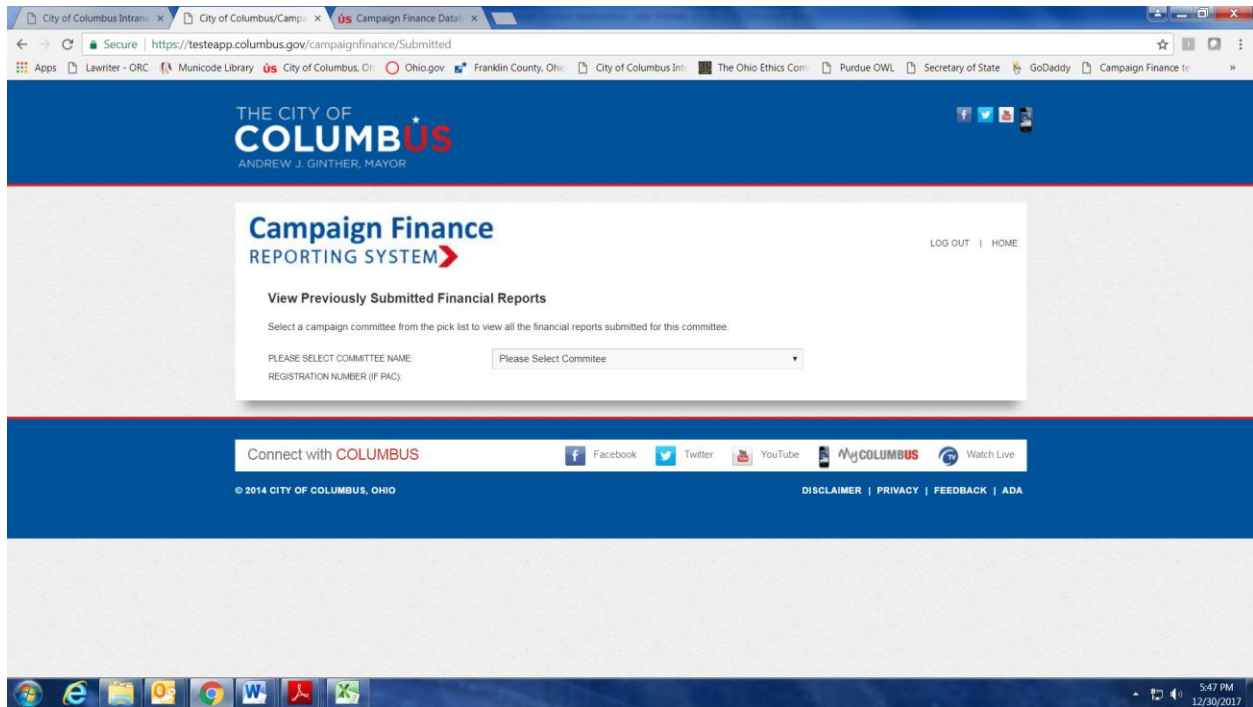
- CREATE/VIEW/EDIT COMMITTEE
- SUBMIT FINANCIAL REPORT
- VIEW PREVIOUSLY SUBMITTED FINANCIAL REPORTS
- PENDING REPORTS
- MANAGE YOUR PROFILE

Forms

Below is a list of different campaign finance forms prescribed by the Ohio Secretary of State for use in reporting and for your reference. Links are provided for both standard and fillable PDF files.

- 30-A Printable PDF Ohio Campaign Finance Report
- 30-A Fillable PDF Ohio Campaign Finance Report
- 30-D Printable PDF Designation of Treasurer
- 30-D Fillable PDF Designation of Treasurer
- 31-A Printable PDF Contributions PDF
- 31-A Fillable PDF Contributions PDF
- 31-A-2 Printable PDF Statement of Other Income
- 31-A-2 Fillable PDF Statement of Other Income
- 31-B Printable PDF Expenditures PDF

4:10 PM 12/30/2017



Select the name of the campaign committee from the pull down menu of campaign committees associated with your account to view previously submitted campaign finance reports for that committee.

Getting Support

You may contact Tracy Retchin at 614-645-7673 or tnretchin@columbus.gov with questions about the Columbus Campaign Finance Application.

For more information on campaign finance reports, please see the Campaign Finance Handbook on the Ohio Secretary of State's website:

<http://www.sos.state.oh.us/SOS/CampaignFinance/CFHandbook.aspx>.